

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(9/93)

Description of Position	TITLE OF POSITION: <u>Special Assistant Attorney General</u> SALARY RANGE: <u>00828 A (\$44,875-\$50,748)</u> Department or Agency Name <u>Attorney General</u> Division/Section/Unit _____ Assignment(s) / Comments _____ Shift and Days: <u>8:30 am to 4:30 pm (Monday - Friday)</u> Job Location: <u>150 South Main Street, Providence</u> Restrictions/Limitations: _____ Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u> _____ Name of Bargaining Unit Union: _____ There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.	CLASSIFICATION CODE: _____ REFERENCE POSITION NO.: <u>2230-10000</u> APPLICATION PERIOD: <u>12/9/04-12/17/04</u> *No 3 day grace period*
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on <u>the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> ▪ Title of the position for which you are applying ▪ Title of your present position and date you entered it ▪ Date you entered State service <ul style="list-style-type: none"> ▪ Name of department where you are currently employed ▪ Your business telephone number ▪ Present Union Affiliations </div> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>NO CIVIL SERVICE</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> ▪ Reasonable Accommodations If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. ▪ Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES: Attorney to be assigned to the Criminal Division. Duties will include, but are not limited to the following: to appear in Courts (Family, District Superior and Supreme); to advocate at trials, Pre-trials or hearings; to thoroughly investigate each case assigned, utilizing co-workers and police departments as a resource; to review, evaluate and prepare assigned cases for pre-trial conference and trial; to research legal issues, respond to defense motions orally and in writing; to determine legal and factual issues presented in a case and to follow through to resolution; to keep victims informed of case status; to answer and respond to telephone calls; to assist colleagues when necessary; and to respond to requests from law enforcement agencies for legal opinions.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: Applicant must be a member of the Rhode Island Bar.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to _____: <div style="display: flex; justify-content: space-between;"> <div> Aida Crosson, Director of Personnel Department of the Attorney General 150 South Main Street Providence, RI 02903 </div> <div> Telephone #: <u>(401) 274-4400</u> Fax #: <u>(401) 222-2731</u> TTY/TDD #: <u>(401) 453-0410</u> (Telecommunication Device for the Deaf) </div> </div>	

Correspondence Only

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

